



Version 3.1

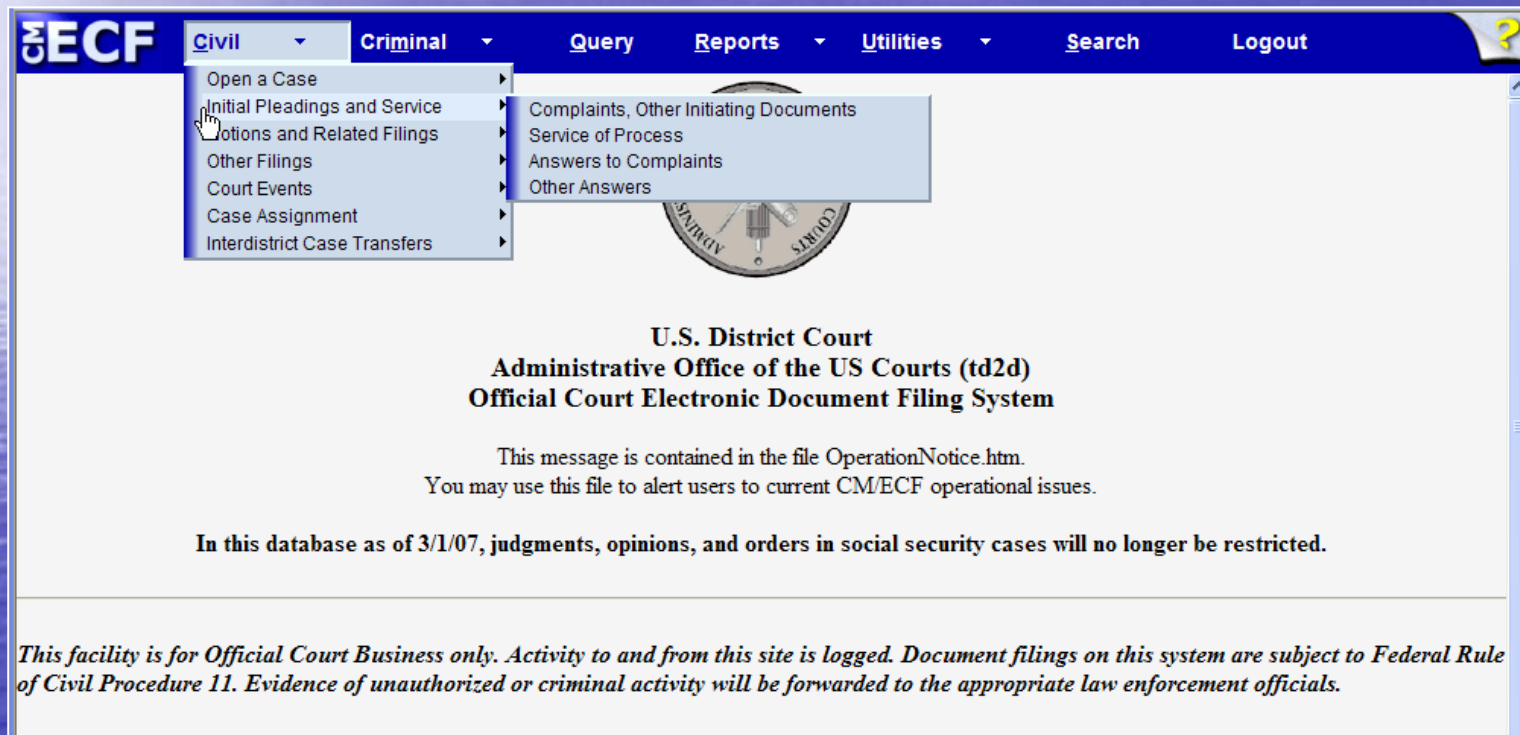
ECF further ventures

Docket Event Searches

- Can choose multiple options by clicking on the event without use of the control key when filing motions
- Cascading Menu System
- Case Number lookups reduces number of screens

Cascading Menus

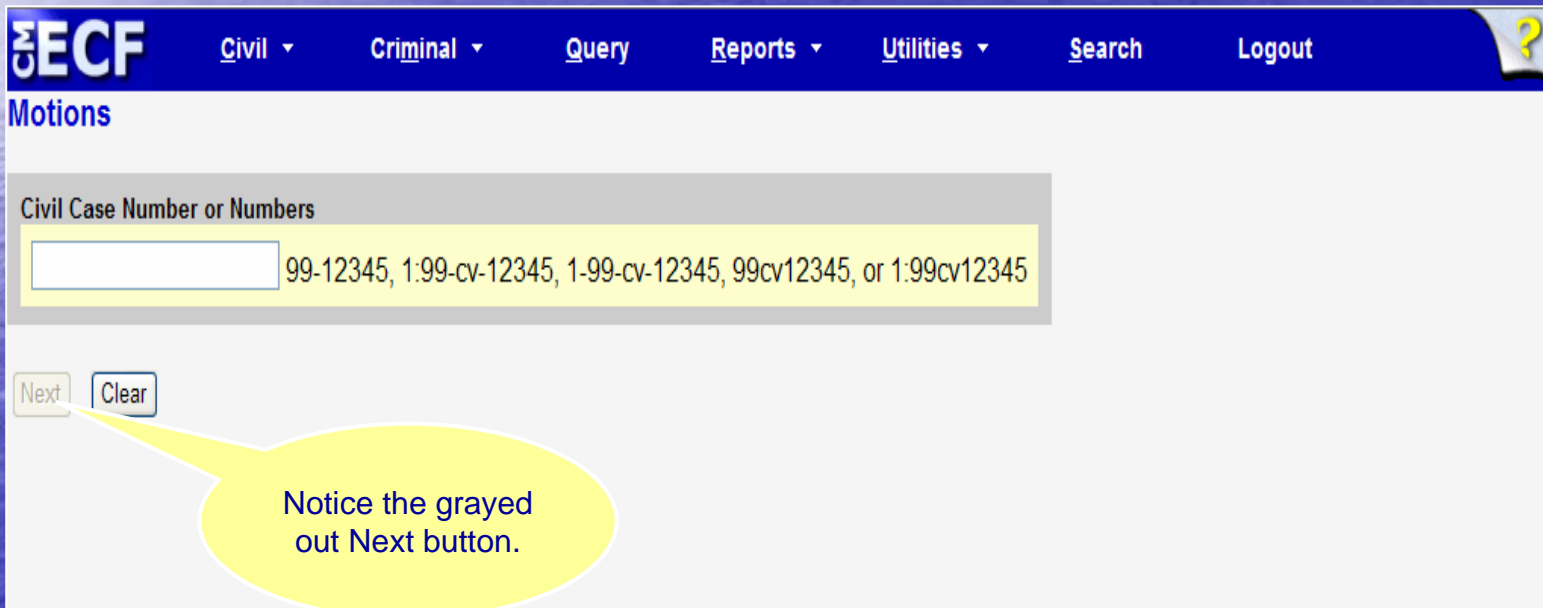
- A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.



Placing the mouse pointer over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that menu.

Searching for a Case Number

- The Case Number look-up screen has been modified to reduce the number of screens a user must navigate to find a full case number.

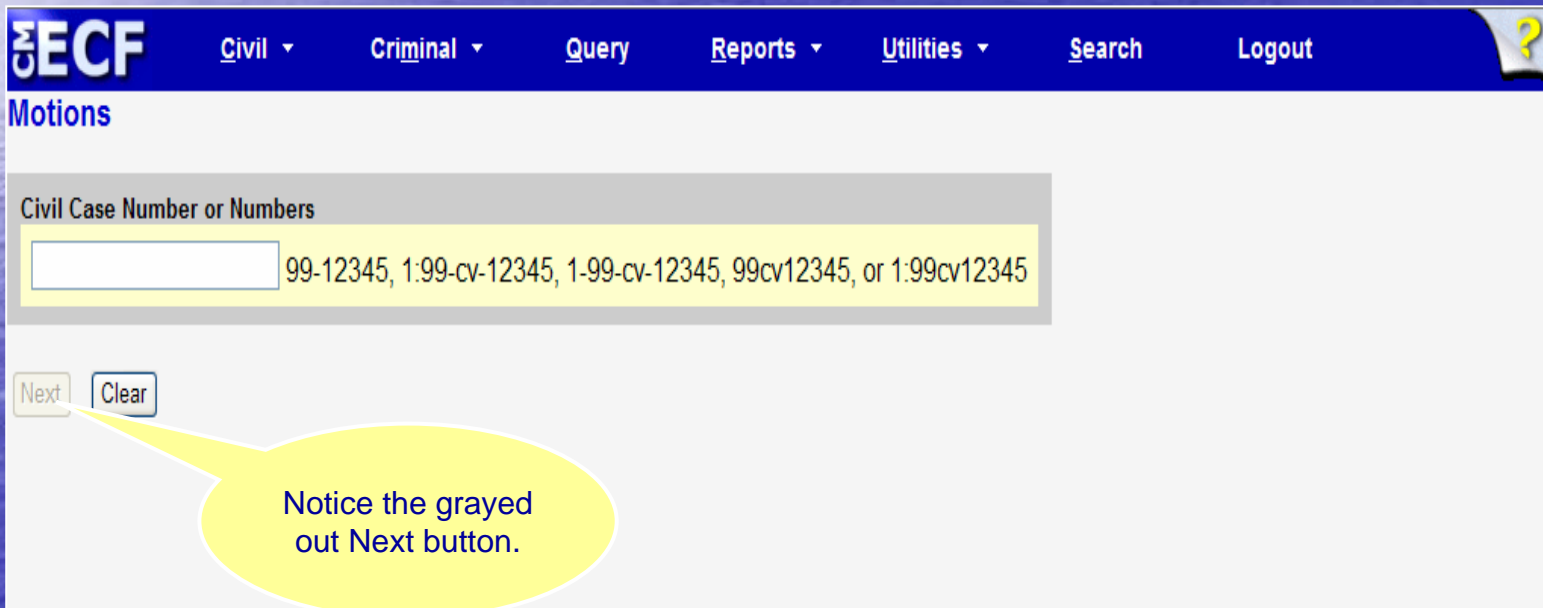


The screenshot shows the ECF Motions search interface. At the top is a dark blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Motions". Inside this section is a gray box labeled "Civil Case Number or Numbers". Within this box is a text input field and a yellow callout bubble containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the gray box are two buttons: "Next" and "Clear". The "Next" button is grayed out, and a yellow callout bubble points to it with the text "Notice the grayed out Next button."

After a partial case number is entered, the screen shown on the next slide will automatically display.

Searching for a Case Number

- The Case Number look-up screen has been modified to reduce the number of screens a user must navigate to find a full case number.

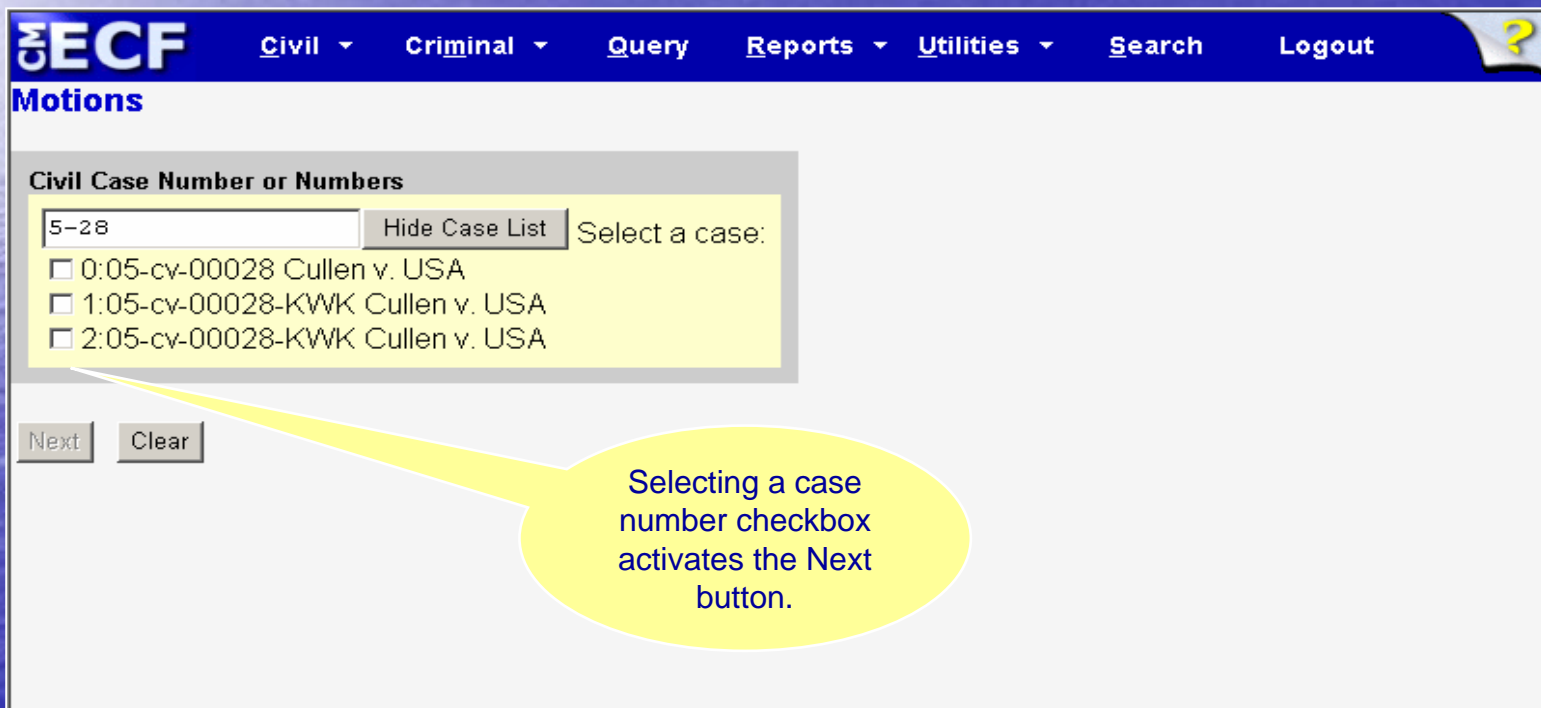


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After a partial case number is entered, the screen shown on the next slide will automatically display.

Searching for a Case Number

- When only a portion of a case number is entered, all possible case number matches will display on the same screen as the initial look-up field.



The screenshot shows the ECF Motions search interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the 'Motions' section. A search box contains the text '5-28'. To the right of the search box is a 'Hide Case List' button. Below the search box is a list of three case numbers, each with a checkbox: '0:05-cv-00028 Cullen v. USA', '1:05-cv-00028-KWK Cullen v. USA', and '2:05-cv-00028-KWK Cullen v. USA'. Below the list are 'Next' and 'Clear' buttons. A yellow callout bubble points to the checkboxes with the text: 'Selecting a case number checkbox activates the Next button.'

ECF

Civil Criminal Query Reports Utilities Search Logout

Motions

Civil Case Number or Numbers

5-28 Hide Case List Select a case:

☐ 0:05-cv-00028 Cullen v. USA

☐ 1:05-cv-00028-KWK Cullen v. USA

☐ 2:05-cv-00028-KWK Cullen v. USA

Next Clear

Selecting a case number checkbox activates the Next button.

Once the full case number is located, select the proper case number checkbox to continue with docketing.

Notice of Electronic Filing

- Only case participants will receive on free look at documents accessed through the Notice of Electronic Filing.
- Secondary Users (Secretaries, legal assistants, etc.) will be required to enter a PACER account. This was decided by the Judicial Conference.

Reports

- Calendar Events Report allows users to choose whether docketing text is included in the report output.
- Civil Case Report allows users to run the Report based on jurisdictional code.
- Criminal Case Report allows users to run the Report based on citation code.

Calendar Event reports allows user to exclude unnecessary information

Calendar Events Report

Case
number

Office

Calendar
events

Sort by

Nature
of suit

Set to

☐ Both ☐ AM ☐ PM

Time ☐ AM ☐ PM

☒ Include docket text

Taking the
checkmark off
the box
eliminates
extraneous
Information.


Civil Case Report by Jurisdictional code

Civil Cases Report

Office	Washington, DC	Case type	Civil Miscellaneous	Nature of suit	0 (zero) 110 (Insurance)
Judge	All active and inactive Bates, John D.	Referral Judge	All active and inactive Bates, John D.	Cause	0 (No cause code entered) 02:0431 (02:431 Fed. Election...)
Jurisdiction	Diversity Federal Question	Case flags	2255 3JUD-PANEL	Terminal digit(s)	<input type="text"/> 2,47
	Filed 11/18/2007		to 12/18/2007		<input checked="" type="checkbox"/> Open cases
	Entered 11/18/2007		to 12/18/2007		<input type="checkbox"/> Closed cases
	Closed <input type="text"/>		to <input type="text"/>		
Sort by	Case Number				
Output Format	<input checked="" type="radio"/> Formatted Display				
	<input type="radio"/> Data Only				
Run Report	Clear	<input type="checkbox"/> Make these options my default.	Schedule this to run	<input type="text"/>	

Criminal Case Report by Citation

Criminal Cases Report

Office	Washington, DC	Case types	Criminal Magistrate Judge	Case flags	2255 3JUD-PANEL
Judge	All active and inactive Bates, John D.	Referral Judge	All active and inactive Bates, John D.		
Citation	12:95.F PRESIDENTIAL REGULATIONS IN NATIONAL... 				
Count Status	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Disposed				
Filed	11/18/2007	to	12/18/2007		
Entered	11/18/2007	to	12/18/2007		
Closed		to			
Terminal digit(s)		2, 4, 7	<input checked="" type="checkbox"/> Pending defendants <input type="checkbox"/> Terminated defendants <input type="checkbox"/> Fugitive defendants <input checked="" type="checkbox"/> Non-Fugitive defendants		
Sort by	Case Number				
Output Format	<input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only				
Run Report	Clear	<input type="checkbox"/> Make these options my default. Schedule this to run			

Viewing and Downloading All Documents from a Single Entry for Printing or Saving.

- Users can view all of the documents for a single docket entry at the same time with two new buttons-View All or Download all.
 - ❖ View all Button combines all of PDF attachments for the docket entry into a single PDF and displayed on the screen.
 - ❖ Download all Button combines the PDF attachments into a Zip file

Document Selection Menu

Select the document you wish to view.

Part	Description	
1	Main Document	7 pages
2	Text of Proposed Order	1 page

or 8 pages

Viewing/and or Downloading all documents for Multiple Docket Entries

- Users can view and print all of the documents for multiple docket entries at the same time by clicking the View multiple documents checkbox on the Docket report selection criteria.

Docket Sheet

Case Number
1:07-cv-00002-DAR JONES v. BURGESS


☒ Filed to
☐ Entered

Documents to

Include:
☒ Parties and counsel
☒ Terminated parties
☐ List of member cases
☐ Links to Notices of Electronic Filing

Document options:
☐ Include headers when displaying PDF documents
☒ View multiple documents

Sort by Oldest date first ▼



Viewing and Downloading (Continued)

- For each docket entry with a document, a checkbox appears in the Select column. The user can select the docket entries for which the documents should be combined into a single PDF. Multiple Documents can be saved or printed from this application.

10/22/2007	116	<input checked="" type="checkbox"/>	MOTION to Compel by Elivira Pressley (admin,) (Entered: 10/22/2007)
10/23/2007	117	<input type="checkbox"/>	MOTION to Compel by RADIO 3 (OBrien, Peggy) (Entered: 10/23/2007)
10/23/2007	118	<input type="checkbox"/>	MOTION to Compel by RADIO 3 (Attachments: # 1 Exhibit)(OBrien, Peggy) (Entered: 10/23/2007)
11/01/2007	122		MOTION to Appoint Receiver by TOM JONES (jeb,) (Entered: 11/14/2007)
11/14/2007	119		MOTION for Attorney Fees by JOE BURGESS (jeb,) (Entered: 11/14/2007)
11/14/2007	120		Memorandum in opposition to re 119 MOTION for Attorney Fees filed by Elivira Pressley. (jeb,) (Entered: 11/14/2007)
11/14/2007	121		MOTION for Leave to Appear by TOM JONES (jeb,) (Entered: 11/14/2007)
11/14/2007	123	<input checked="" type="checkbox"/>	REPORT on the filing or determination of an action regarding patent and/or trademark number(s) SKSKSK. (jeb,) (Entered: 11/14/2007)
11/16/2007	124	<input type="checkbox"/>	MOTION to Compel by JOE BURGESS (OBrien, Peggy) (Entered: 11/16/2007)
11/30/2007	125		MOTION for Leave to Appeal in forma pauperis by TOM JONES (jeb,) (Entered: 11/30/2007)

View Selected

or

Download Selected

Docket Event Searchability

- With the new search bar, users can enter one or more characters in the docket event search. The example below shows searching for Disqualify counsel, appoint counsel and appoint expert under the motions category.

Motions

Attorneys Do Not File Electronically in Misc. Cases.

ex **Click your selection, or use arrows to highlight it and press Enter.**

Available Events (click to select events)

- 1 - Exparte Docket Entry AND Document - to be used ONLY in c
- 1 - Exparte Document - to be used ONLY in conjunction with othe
- Appoint Expert
- Expedite
- Extension of Time to
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to Complete Mediation
- Extension of Time to File Answer
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- File Excess Pages

Selected Events (click to remove events)

- Disqualify Counsel
- Appoint Counsel

New Search Bar at top of Screen.



ECF Civil Criminal Query Reports Utilities Search Logout

Search results for 'app'
5 menu items and 194 events found

Menu Items

- Civil Events → Other Filings → [Appeal Documents](#)
- Civil Events → Transfer Case → [Edit Court Mapping](#)
- Criminal Events → Other Filings → [Appeal Documents](#)
- Reports → Civil and Criminal Reports → [Appeals](#)
- Utilities → Release 3.0 Menu Items → [Edit Court Mapping](#)

Civil Events → Appeal Documents

- 1 - Terminate [Appeal Deadlines](#)
- [Appeal from Transfer Order - Notice of Appeal](#)
- [Appeal of Magistrate Judge Decision to District Court](#)
- [Appeal Record Returned](#)
- [Appeal Record Sent to Federal Court of Claims](#)
- [Appeal Record Sent to Supreme Court](#)
- [Appeal Record Sent to USCA](#)
- [Appeal Remark](#)
- [Appeal Transcript](#)
- [Appeal Transcript Request](#)
- [Appellants Brief](#)
- [Appellants Reply Brief](#)
- [Appellees Brief](#)
- [Amended Notice of Appeal](#)

Search Menus and Events

app

All events with "ap"

Cross Document Hyperlinks

- CM/ECF Users can file a document that includes a hyperlink to previously filed document(s) in the same case or another case that resides on the CM/ECF System where the filing is being entered, or on any other Court's CM/ECF System. Instructions for filing follow herein.
- NOTE: The Clerk's Office does not entertain questions regarding hyperlinks.
- Do Not copy hyperlinks from Notices of Electronic Filing (NEF)

Using Microsoft Word to Create Hyperlinks to Existing CM/ECF Documents

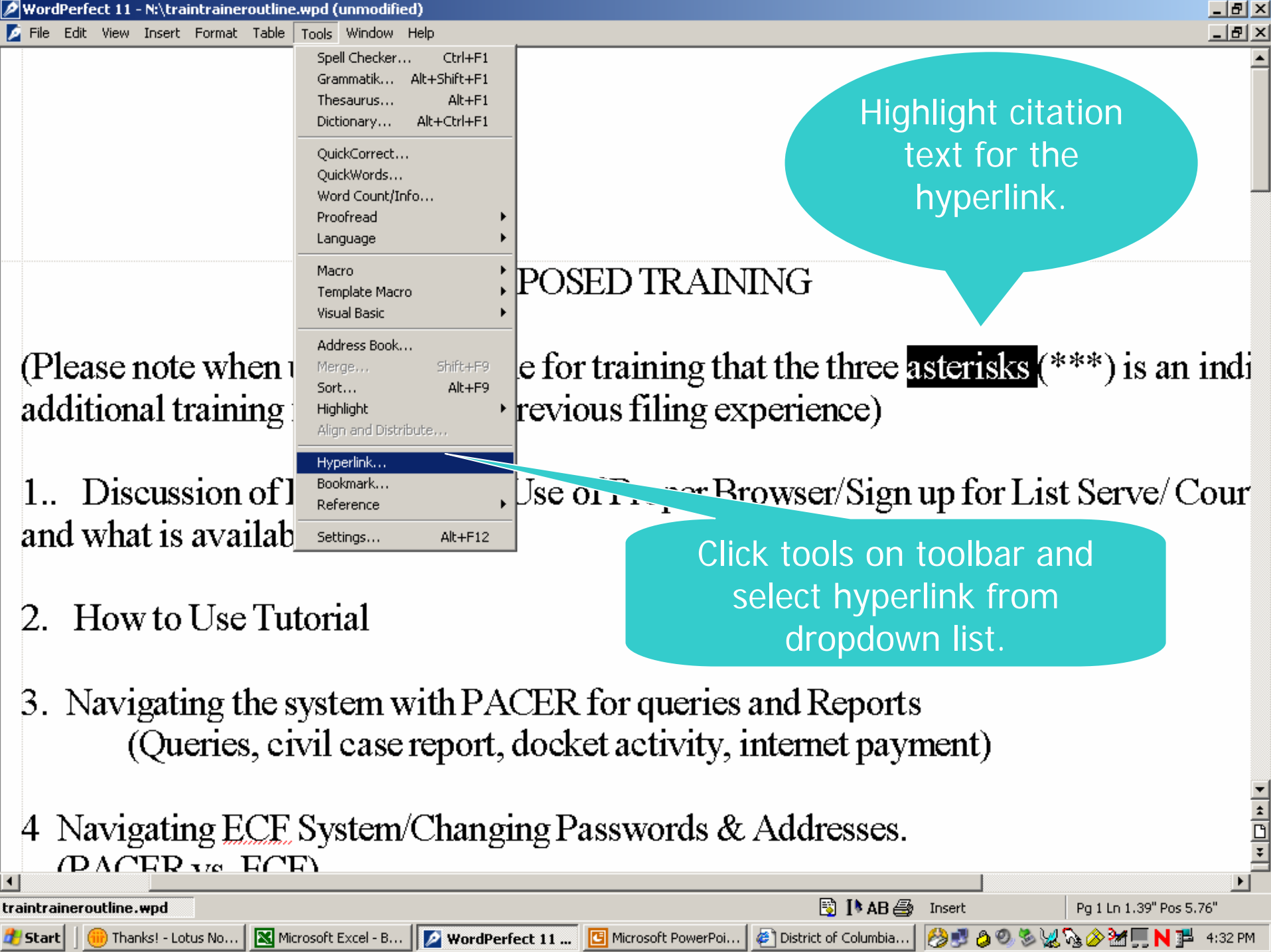
- Access CM/ECF and run the report for the case that contains the document to which you want to link.
- Locate the document among the docket entries.
- Copy the URL of the document to the Clipboard. To do this, hover over the document link and click the right mouse. Select Copy Shortcut (IE or Netscape) or Copy Link Location (Firefox) from the selection list. The document link displays after the filed date and is represented by a number with an underscore.
- In Microsoft Word, open the document you want to which you want to add the hyperlink. In the document, highlight the citation text for which you wish to create the hyperlink.

ECF Civil Criminal

09/27/2006	42	NOTICE of	09/27/2006)
09/27/2006	43	NOTICE of App	09/27/2006)
09/27/2006	44	NOTICE of App	(atty20,) (Entered: 09/27/2006)
09/27/2006	45	NOTICE of Appearance by atty44 on behalf of RADIO 3 (atty44,) (Entered: 09/27/2006)	
09/27/2006	46	MOTION for Summary Judgment by SMARTY JONES, RADIO 3, RADIO 44 (atty44,)	
09/27/2006	47	MOTION for Preliminary Injunction, Cross MOTION for Summary Judgment to Transfer Case by JOE BURGESS, RADIO 3, RADIO 44 (atty16,)	
09/27/2006	48	MOTION for Summary Judgment, MOTION to Transfer Case by JOE BURGESS, RADIO 44 (atty99,) (Entered: 09/27/2006)	
09/27/2006	49	Memorandum in opposition to re 48 MOTION to Dismiss MOTION for Summary Judgment to Transfer Case filed by SMARTY JONES. (Attachments: # 1 Text of Proposed Order)(atty99,) (Entered: 09/27/2006)	
09/27/2006	50	Memorandum in opposition to re 48 MOTION to Dismiss MOTION for Summary Judgment to Transfer Case filed by SMARTY JONES. (Attachments: # 1 Text of Proposed Order)(atty99,) (Entered: 09/27/2006)	
09/27/2006	51	Memorandum in opposition to re 48 MOTION to Dismiss MOTION for Summary Judgment to Transfer Case filed by SMARTY JONES. (Attachments: # 1)(atty44,) (Entered: 09/27/2006)	

Right click mouse on the number you are hovering for the hyperlink, if using IE or Netscape. Use selection list for Foxfire.

- Open
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Convert link target to Adobe PDF
- Convert link target to existing PDF
- Properties



Highlight citation text for the hyperlink.

POSED TRAINING

(Please note when additional training is required for training that the three asterisks (***) is an indication of previous filing experience)

1.. Discussion of... and what is available

2. How to Use Tutorial

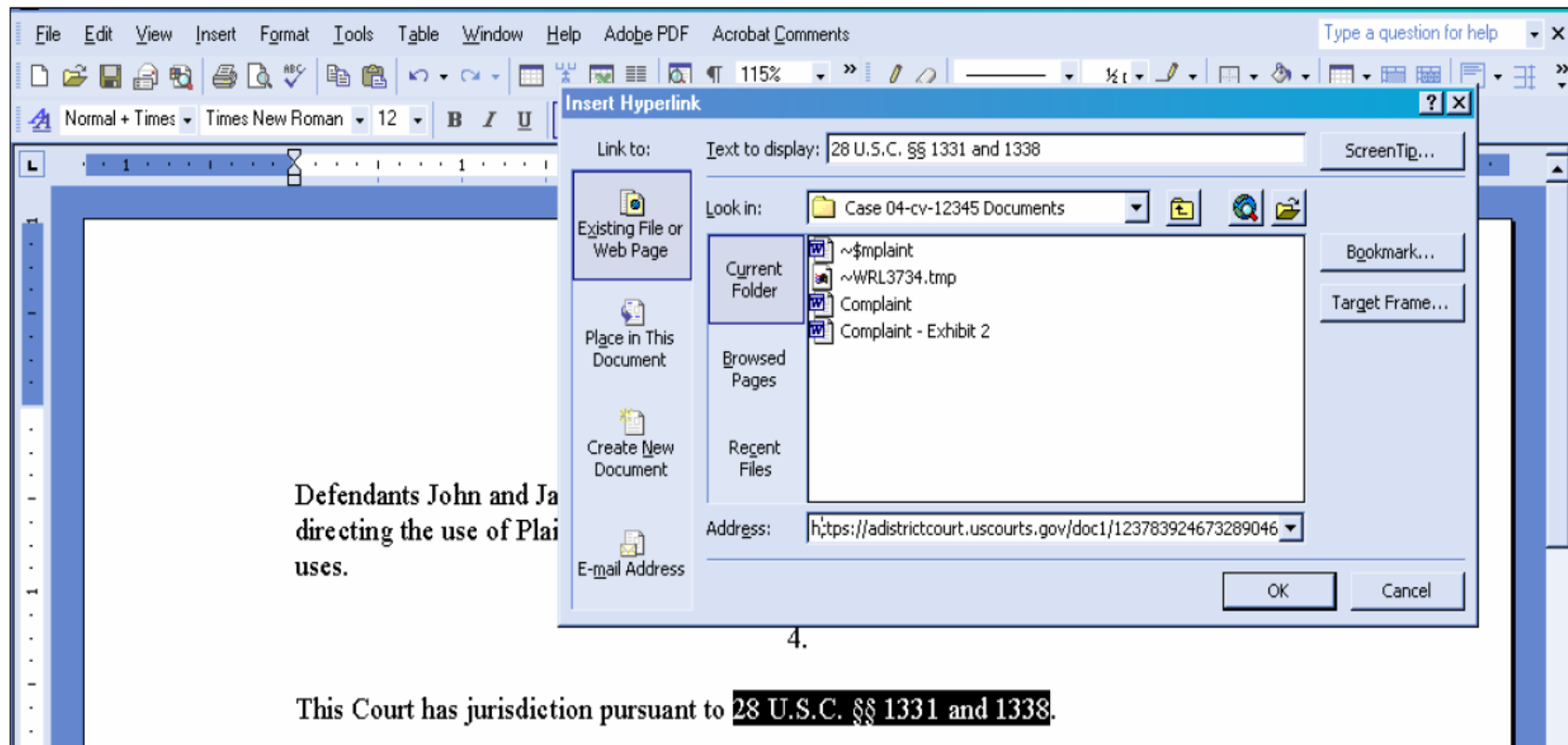
3. Navigating the system with PACER for queries and Reports
(Queries, civil case report, docket activity, internet payment)

4. Navigating ECF System/Changing Passwords & Addresses.
(PACER vs. ECF)

Click tools on toolbar and select hyperlink from dropdown list.

The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example,

<https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y?page=23>. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.



Hyperlink created to
the appropriate
document on ECF.

PROPOSED TRAINING

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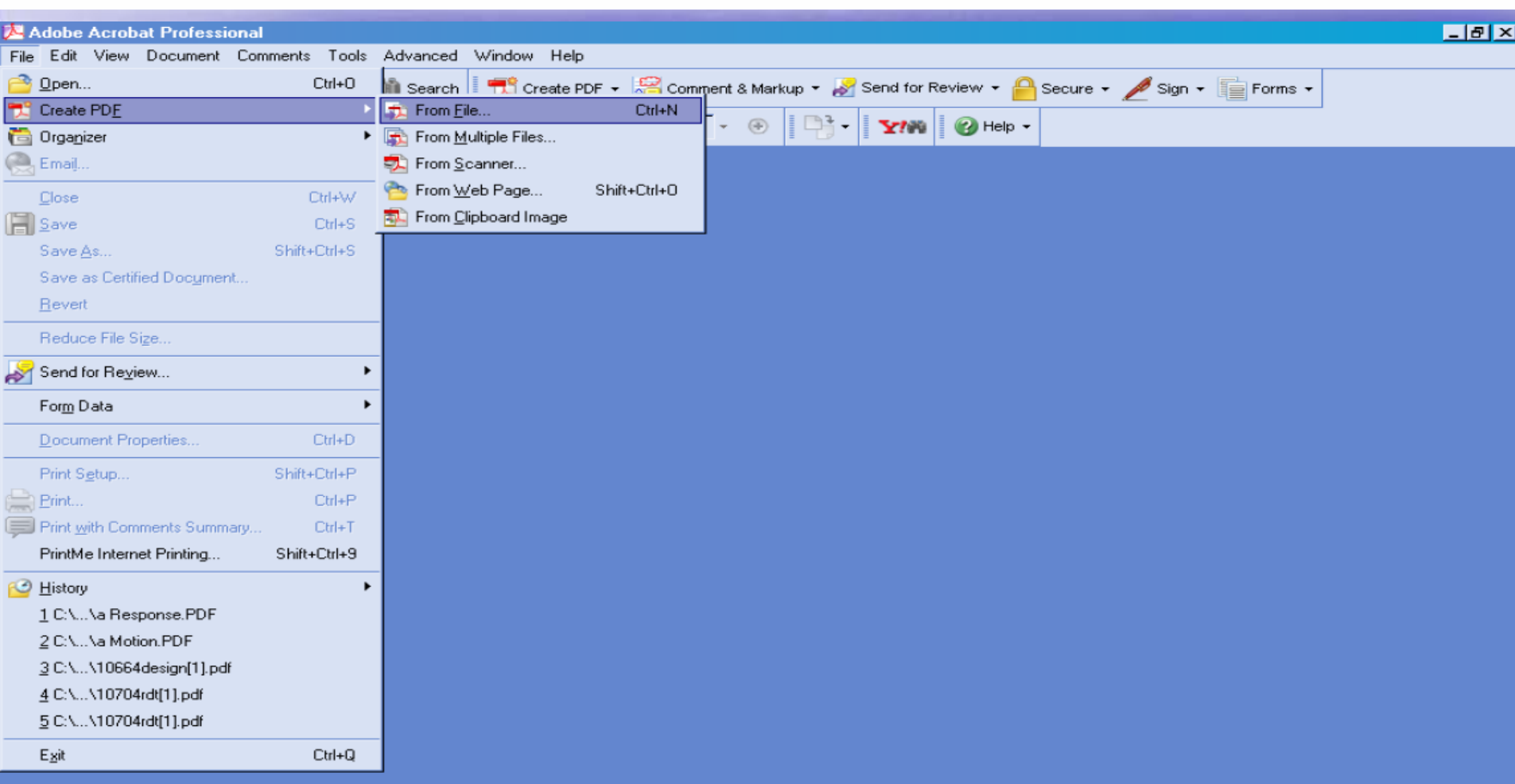
1. Discussion of Privacy Issues/ Use of Proper Browser/Sign up for List Serve/ Court website and what is available to user.

How to Use Tutorial

Save and close the word processing document.

To convert the Word document to PDF format, the Adobe Acrobat application must be used. There are a number of ways to convert a Word document; the following illustrates conversion from within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The Word file must be closed before converting it to PDF.)

Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...** .



A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the **Open** button.

A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)

Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.

Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

Using Word Perfect to Create Hyperlinks to Existing CM/ECF Documents

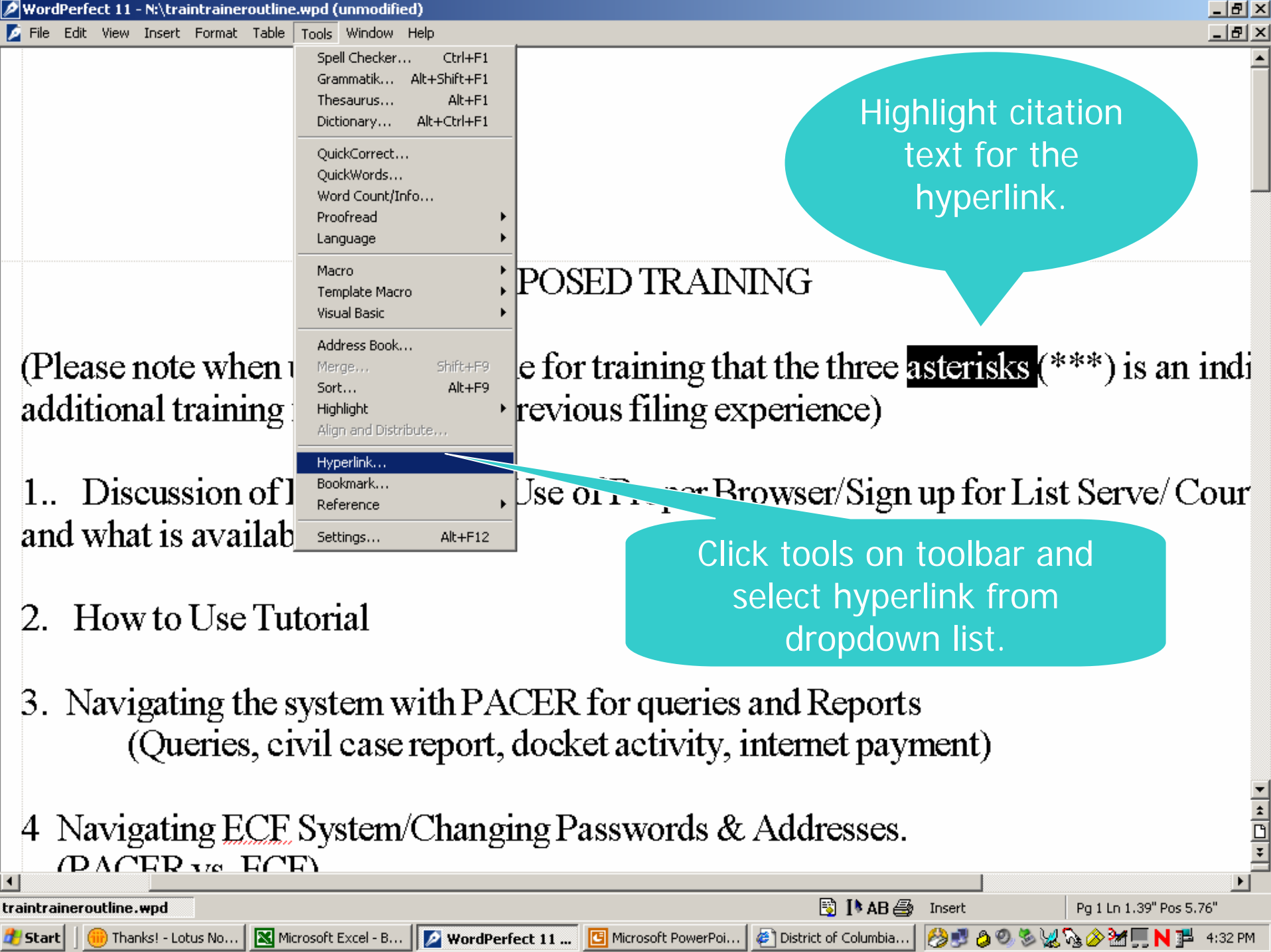
- Access CM/ECF and run the report for the case that contains the document to which you want to link.
- Locate the document among the docket entries.
- Copy the URL of the document to the Clipboard. To do this, hover over the document link and click the right mouse. Select Copy Shortcut (IE or Netscape) or Copy Link Location (Firefox) from the selection list.
- In Word Perfect, open the document you want to which you want to add the hyperlink. In the document, highlight the citation text for which you wish to create the hyperlink.

ECF Civil Criminal

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Right click mouse on the number you are hovering for the hyperlink, if using IE or Netscape. Use selection list for Foxfire.

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2. How to Use Tutorial

3. Navigating the system with PACER for queries and Reports
(Queries, civil case report, docket activity, internet payment)

4 Navigating ECF System/Changing Passwords & Addresses.
(PACER vs. ECF)

Click tools on toolbar and
select hyperlink from
dropdown list.

Paste the URL from the copy shortcut into the Document Macro Field by right clicking on mouse.

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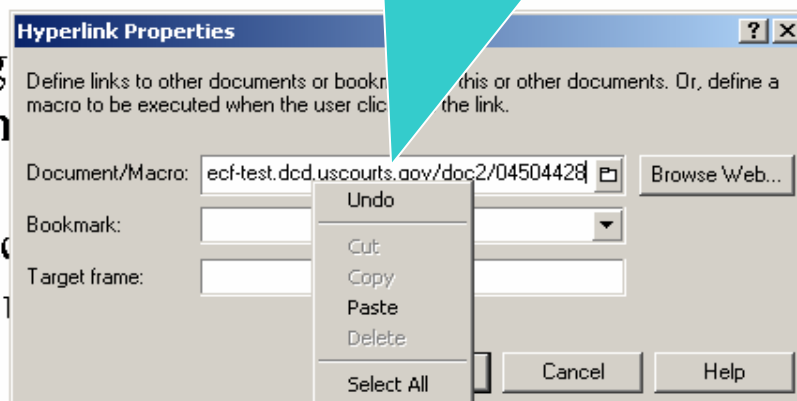
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1. Discussion of Privacy Issues/ Use of Proper Browser/Sign up for List Serve/ Court website and what is available to user.

How to Use Tutorial

After the document is completed with hyperlinks, convert the document to PDF, and file in ECF.

- NOTE: DO NOT print a Word Perfect Document with Hyperlinks TO Adobe PDF Writer. Publish it to PDF from the toolbar file at the top of the screen and select from the dropdown “Publish and then to PDF.”

● FEES REGARDING HYPERLINKS

- When a PACER User accesses a document for the first time via the Notice of Electronic Filing (NEF), he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.
- When a PACER User accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.
- If the document filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note is included in the document submenu: “To view the main document and its attachments without incurring a PACER Fee, click on the hyperlinks displayed on this menu. A PACER Fee will incur to view CM/ECF documents from hyperlinks within the documents.”
- If a PACER User does not have his/her PACER login already linked to his/her ECF login, he/she will be prompted for the PACER login for the first document, he/she tries to view.

Document Path Displayed before completion of filing.

- The full name and path of any uploaded documents will be displayed on the Final Docket Text screen while docketing. This allows the users to confirm that the proper documents have been uploaded for the docket entry.

Motions

1:07-cv-00006-TFH COCA COLA v. UNITED STATES OF AMERICA

Docket Text: Final Text

MOTION for Attorney Fees by COCA COLA (atty20,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

O:\ECF Training PDF Files\Motion.PDF pages: 1



Payment of Filing Fees via the Internet

The CM/ECF Software was modified to allow attorneys paying filing fees for Notices of Appeal via the Internet to choose whether they want to pay via credit card or Automated Clearing House (ACH), also known as DirectDebit. A new screen prompts the user to select the preferred method of payment for the current transaction.

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: atty20 *

Payment Amount: \$455.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
026946783	9243767390	1234

Payment Date: 01/10/2008

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

[Continue with ACH Payment](#)

[Cancel](#)



Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: atty20 *

Payment Amount: \$455.00

Billing Address: *

Billing Address 2:

City:

State / Province: *

Zip / Postal Code: 19971

Country: United States *

Card Type: *



Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#)

[Cancel](#)

